



Electronic Subcontracting Reporting System (eSRS)

[**http://www.esrs.gov**](http://www.esrs.gov)

**Department of Defense Government Training
January 2008**



Contractor Registration

- ▶ **1 - Visit**
<http://www.esrs.gov> to register.
- ▶ **2 - Select “Contractors” under “Log-In or Register Now” on the main page.**
- ▶ **3 - Select “New Contractors: Register” on the right side of the page.**



Contractor Registration

eSRS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <https://esrs.symlicity.com/index?reg=step1> Go Links

eSRS Integrated Acquisition Environment
Electronic Subcontracting Reporting System
FOR CONTRACTORS

login Tuesday, January 8, 2008 | 10:39 am

Registration Step 1 of 2
Please enter your DUNS Identification Number.

(Previously, this field was called the "Contractor Identification Number.") Please do not include any dashes when entering your DUNS number. Upon entering the DUNS, eSRS will pull the appropriate company information from the Central Contractor Registration (CCR) database and auto-populate most of the fields on the next screen. You will still need to fill in the required Contact Information fields. (If the auto-populated information is incorrect, you'll need to contact CCR rather than eSRS.)

DUNS #:

[Help Desk](#) [Privacy Policy](#) Version 1.7

- ▶ **4 - Enter your company's DUNS (Data Universal Numbering System).**
 - Your company information will then be pulled over from the Central Contractor Registration (CCR).
- ▶ **Quick Tip:** Make sure that the DUNS number you are using corresponds with DUNS number used on the contract you are submitting a report for.



Contractor Registration

- ▶ **5- Review your company information.**
- ▶ **Quick Tip:** If your company information is incorrect, you will need to make the changes in Central Contractor Registration (CCR).
 - Once you make the changes, it will take approximately two business days for the updates to push over to eSRS.
 - <http://www.ccr.gov>



Contractor Registration

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Address <https://esrs.simplicity.com/?reg=step2&> Go Links

Mailing Address

Street Address:

City:

State:

Zip:

Country: United States

Contact Information

Group Name:

Fullname:

Suffix:

Title:

Email Address:

Phone Number:

Supervisor Name:

Supervisor Email:

Enter Password: For security purposes, the password must meet the following criteria:

1. Must be between 10 and 14 characters
2. Must contain 2 of each of the following:
 - Lower case letter • upper case letter • number • special character (i.e. !, %, *)

Verify Password:

Authorization: I certify that my position with this company authorizes me to enter and revise subcontracting data in eSRS

☐ yes ☐ no

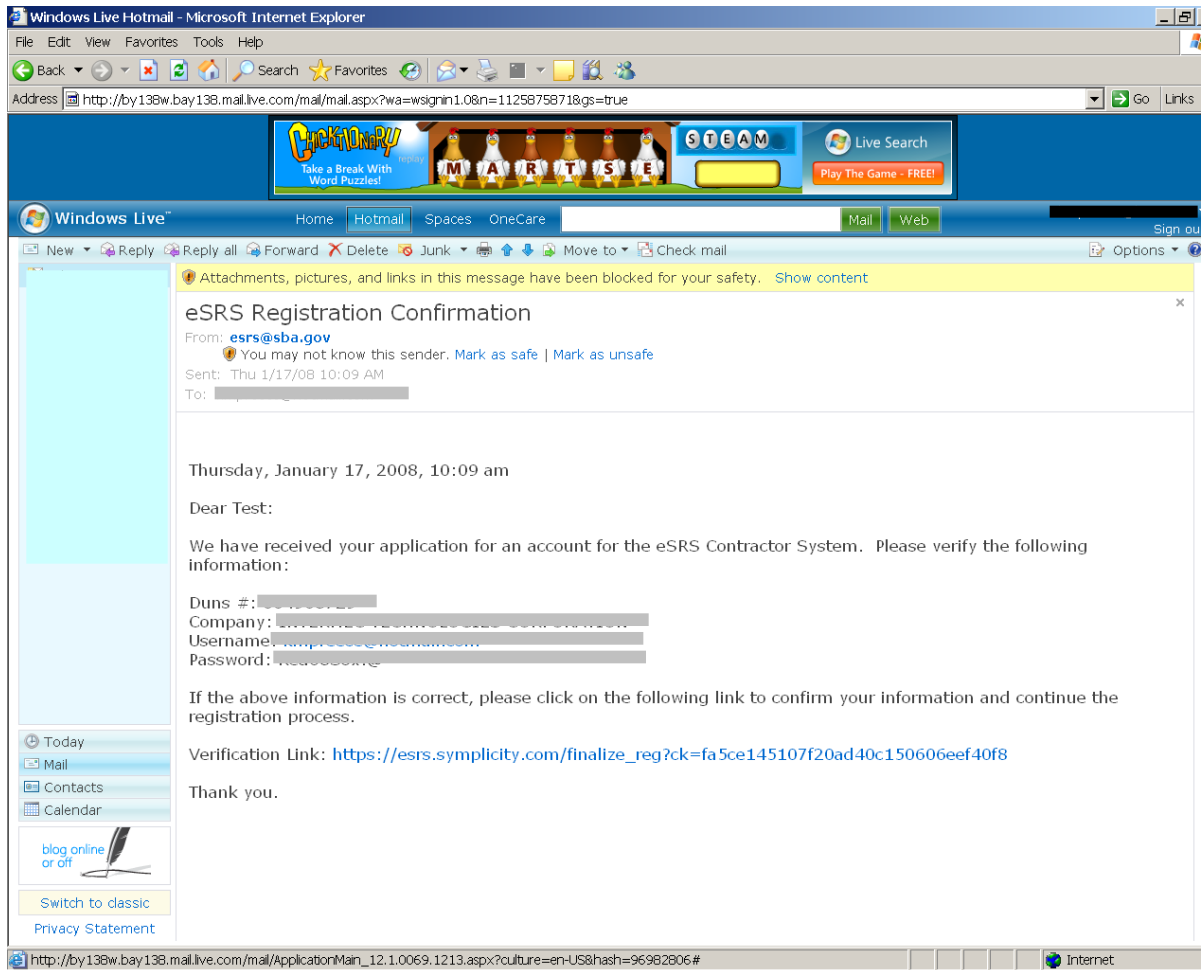
Done

Start | | | | | | Search Desktop | | 10:53 AM

- ▶ **6- Fill in the Contact Information.** The items marked with a **red *** are mandatory fields.
- ▶ **Quick Tip:** After you create your password, write it down so that you can use it later in the registration process.



Contractor Registration



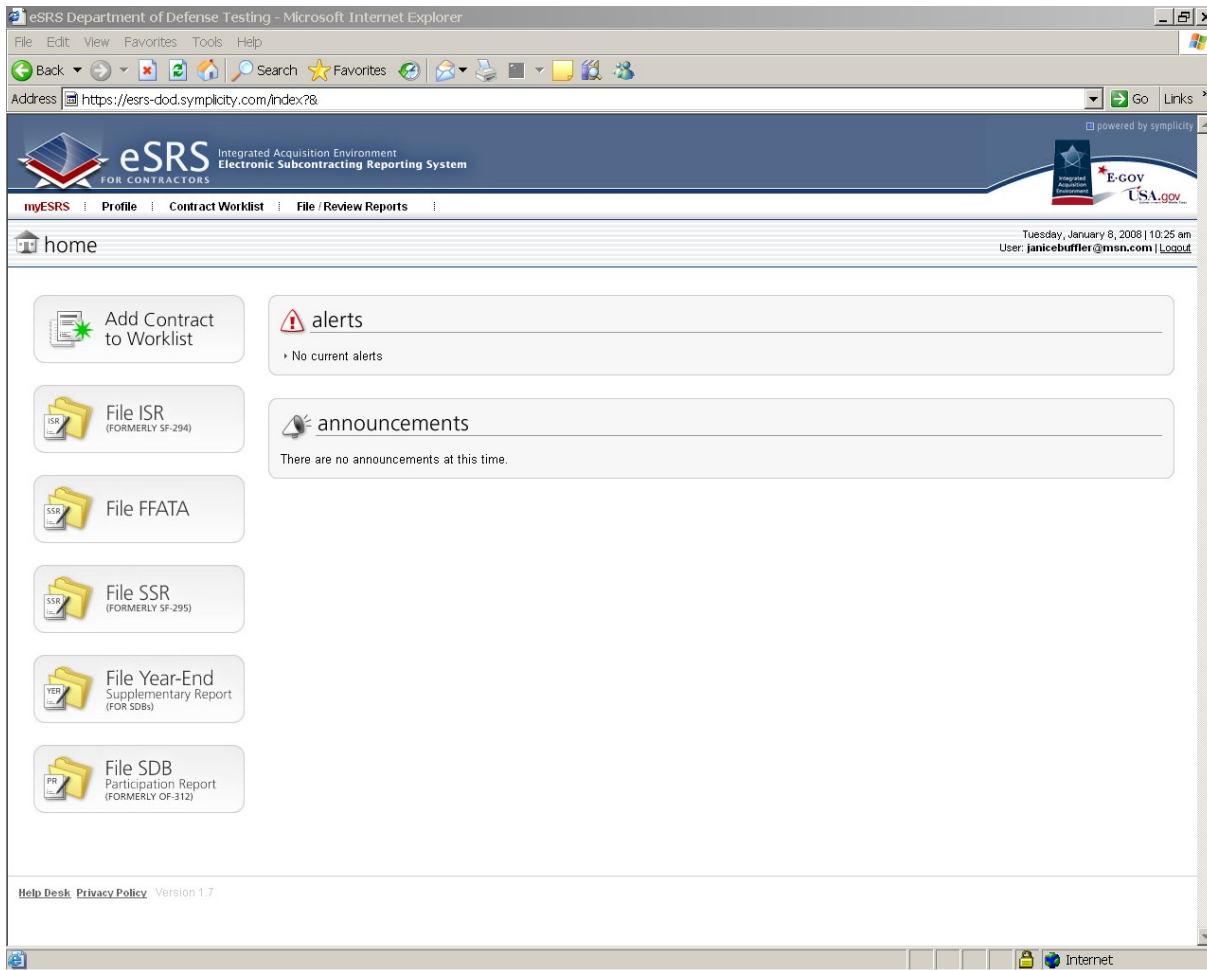
► 7- Check your e-mail box for an e-mail from **esrs@sba.gov**.

- The e-mail will confirm your registration request. To finish your registration, you must click on the link provided in the e-mail. It will take you back to the eSRS system to log in.

- ## ► **Quick Tip:** Since all Web browsers and e-mail are different, make sure that you click on the entire URL in the e-mail you receive. Sometimes the URL may appear on two lines and only the top line is active. An easy way to ensure that you correctly use the link is to cut and paste the entire link into a new browser.



Contractor Registration



- ▶ **7 - You should receive another e-mail from eSRS confirming your registration and welcoming you.**

- ▶ **8- Once you log back into eSRS, you will go to your home page.**

- This is the place you will start when you begin to enter a report into the system.
- System announcements will be posted on this page for your information.
- You can always return to this page by selecting “myESRS”, located in the upper left corner of the screen.



Changing Your Password

► If you forget your password when logging into the system:

- Go to <http://www.esrs.gov>
- Click on “Contractors”
- Select the “Forgot my Password” tab under the returning contractors” login box.
- Enter the e-mail address you used to register in the system
- An e-mail will be sent to you with a new password

► Once you have logged back into the system with the new password, you can change your password

- Select “Profile” from the navigation in the upper left hand corner
- Click on the “Account” tab
- Enter your new password and click “Save”

The screenshot shows a Microsoft Internet Explorer browser window titled "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar displays "https://esrs-dod.symplcity.com/index?_tab=account". The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". The navigation bar shows "myESRS", "Profile", "Contract Worklist", and "File / Review Reports". The main content area is titled "profile" and contains a "Change Password" form. The form has two input fields: "Enter New Password:" and "Verify Password:". Below the form is a "Save Password" button. The footer of the page includes "Help Desk", "Privacy Policy", and "Version 1.7". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., eSRS Departme..., Document1 - Micr...), and the system clock showing 10:24 AM on Tuesday, January 8, 2008.